



## Controlled Digital Lending (CDL) Order Fulfillment Pilot Program (30 days)

*Digital access to library materials through an order fulfillment service with Backstage Library Work's Rapid Digital Results Team*

### Order tracking and processing:

Digitization on demand order fulfillments with tracking and real time status updates from receipt of materials to posting of images for download

### Services Outline:

Library may order digitization services on demand

Orders are submitted using on-line tracking sheets provided by Backstage

The library sends materials to Backstage's Bethlehem PA facility

Upon receipt, the Rapid Digital Results team processes the orders, digitizes the materials, and provides access to the derivatives within 10 business days from receipt of the items

### Workflow:

Materials will be shipped to Backstage. The library will identify each item with an ID to name the files and flag the materials as tier 01 - 03.

Tiers are: 01 up to 200 pages, 02 201-350 pages, 03 351-500

Upon receipt Backstage will digitize the items as is and in their entirety at 300ppi 24-bit color archival TIFF images using nondestructive measures, with an overhead area array camera and 180° book cradle or copyboard with glass.

Items may be converted to 8-bit grayscale if lacking color content - at Backstage discretion.

The archival TIFFs will be spot checked to check pagination for missing pages/content. File naming will represent the IDs provided plus 3-digit sequential counter

### Deliverables:

Multi-paged searchable PDFs with uncorrected OCR - one per item delivered via 1) dropbox and 2) loaded onto client provided hard drive

Archival TIFF files delivered via client provided hard drive

### Materials return:

Backstage will retain materials then pack and ship multiple items as one batch. The batch size will depend on the size of the books to accommodate one carton. Average carton weight is 25 pounds.

Pricing is provided based on the assumption that the materials have sturdy bindings and are not fragile or contain foldouts. If materials are not suitable for the workflow a special handling fee may apply. The PDF files will be retained on dropbox for 5 business days. Digital units = pages. Order invoicing will reflect the total number of images per item.

## Digitization Description

**Direct capture from library text based materials using non-destructive measures, manual handing, page turning and a 180° book cradle or copyboard with glass (300ppi/24-bit color)**

Automated split capture of two-page spreads to one page per TIFF - may result in some overlap of facing pages

Automated crop to eliminate copy board and show page edge where possible - resulting in a black border up to 1/4" around the non-gutter edges as best possible (border may not be consistent)

Page orientation set to represent item as bound

File naming: item01.001.tif, box01.001.tif (provided by library)

Spot check TIFF images to check pagination for missing pages/content.

Derivative files: Multi-paged searchable PDFs

PDF delivery via dropbox or similar file share

Load TIFF files and PDFs to client provided hard drive

*Files will be added at the order level. Once the drive is full the drive will be packed and shipped to the library*

		Per single item order
Tier 01	Items up to 200 pages	\$100.00
Tier 02	Items 201 - 350 pages	\$150.00
Tier 03	Items 351 - 500 pages	\$200.00

<b>Administrative Fees:-</b>	One time fee:-
<del>1) set-up and implement on demand order fulfillment of controlled digital lending images-</del>	<del>\$300.00</del>
<del>2) monthly surcharge-</del>	<del>\$175.00/month</del>

**Shipping & handling**

Hard drive and material shipping is invoiced as the actual UPS ground charge.

Handling fees are 35% of the weight of the shipment. For example, a 20-pound box will incur a \$7.00 handling charge (.35\*20=7).

If the Library would like to request a different shipper, provide their shipping account, or provide a weight estimate we would be glad to amend this quote.

UPS ground shipping (unless otherwise directed by the Library) per box	TBD
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Handling (\$0.35 x estimated weight per box of 25.3 pounds)

TBD

Comprehensive Quality Guarantee

Included

All work done by Backstage Library Works is delivered with our exclusive lifetime guarantee. We will correct to the client’s satisfaction, and at our expense, any problem with our services, no matter when such problem comes to light.

TOTAL ESTIMATED PROJECT COST

TBD

Pricing conditions and other provisions:

1. All prices are in US dollars. All taxes, if any, are the responsibility of the client.
2. Unit prices are firm. The final invoice will reflect the actual number of items processed.
3. Unless stated otherwise, pricing is valid 90 days.
4. If in the course of digitization, Backstage Library Works determines that the sample (or other information given by the Library) does not accurately reflect the actual composition of the collection, the pricing will be re-negotiated.
5. Preferred payment plan: invoice upon completion of the project and delivery of files.
6. All responsibility for copyright belongs to the client. All products created under the terms of this proposal are the property of the client and no copies will be made without the written permission from the client.
7. There is a 60-day acceptance of delivered files. Backstage Library Works will retain the images for 60 days from delivery and then permanently delete them.
8. All prices are based on scanning material in its entirety. Scanning partial items will add cost.
9. Please send signed pricing agreements, purchase orders, contracts, or payment notices to your Backstage Account Representative.
10. Order fulfillments set-up fee covers one year equivalent to 12 calendar months. Orders will be processed in the order they are received. It is assumed one item will equal one order. The turn around time for one order will be up to 10 business days from receipt of item. Invoicing will be done monthly. Library may cancel at any time.

The parties below agree to the attached proposed pricing.

For Owning Institution

For Backstage Library Works:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: Nate Cothran

Title: President

Date: \_\_\_\_\_

Please return to the Backstage Library Works Corporate Office, attention sales.

Fax to 801.356.8220 or scan and email to info@bslw.com; if an original signature is required, mail to:

Backstage Library Works • 25 East 1700 South • Provo, UT 84606